

# NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD NORTHEAST IOWA CEO BOARD JOINT QUARTERLY MEETING

# Thursday, April 27, 2023

9:15 a.m. (Office Tour) 10:00 a.m. – 12:00 p.m. (Meeting) Dubuque Iowa WORKS 680 Main Street, 2<sup>nd</sup> Floor Dubuque, Iowa 52001

### **OR BY ZOOM**

## **MINUTES**

Agenda Item	Person(s) Responsible	Status NEIWDB	Status <u>CEO</u>
Welcome and Call to Order	Heidi Nederhoff	1	_
Iowa-Illinois Innovation Inter-Regional Transmission Partnership (IEDA and SOO Green HVDC Link ProjectCo LLC)	Jennifer Breister		

Heidi Nederhoff called the meeting to order at 10:01 a.m.

<u>CEO Attendance:</u> Pete Buschman, Daniel Byrnes, Wayne Dralle, Ken Kammeyer, Steve Kelsay, Wayne Kenniker, Mark Kuhn, Gary McVicker, Heidi Nederhoff, Clayton Ohrt, Doug Reimer, Mark Smeby.

<u>CEO Absent:</u> Dean Eastman, Mark Hendrickson, Linda Laylin, Lori Meacham Ginapp, Sis Grieman, Susan Smith, Travis Suckow.

<u>NEIWDB Attendance:</u> Erin Powers Daley, Tim Felderman, Kirkby Kendrick, Jamie Benson, Eric Branson, Jennifer Breister, Ethan DeWall, Laura Hidlebaugh, Joleen Jansen, Jayme Kluesner, Marla Loecke, Matthew Mason, Katrina Moore, Karla Organist, Jennalee Pedretti, Rhea Pierce, Chelsy Snyder Anderson, Brian Warner.

NEIWDB Absent: John Derryberry, Chuck Kacher, Thomas Townsend, Amber Youngblut.

Guests: Morgan Heidenreich, Brian Nissen, Ed Raber, Kassie Ruth, Emily Smith, Steve Tisue.

**Board Support:** Taylor Williams, Erika Lippmann, Johnna Forbes.

Consent Agenda     Northeast Iowa CEO Board	Heidi Nederhoff		I/D/A
<ul><li>April 27, 2023 Agenda</li><li>January 26, 2023 Minutes</li></ul>			
NEIWDB  April 27, 2023 Agenda  January 26, 2023 Minutes	Jennifer Breister	I/D/A	

#### Northeast Iowa CEOs:

**Motion** by Wayne Dralle, **second** by Doug Reimer to approve the April 27, 2023 Agenda and the January 26, 2023 Minutes. **Ayes:** All. **Motion carried.** 

#### **NEIWDB:**

**Motion** by Nicolas Hockenberry, **second** by Joleen Jansen to approve the April 27, 2023 Agenda and the January 26, 2023 Minutes. **Ayes:** All. **Motion carried.** 

2. Community Colleges	Erin Powers	I/D	I/D
Community College Report	Daley		
3. Core Partner Report	Erika Lippmann/	I/D	I/D
Core Partner Report	Core Partners		
4. Local Grant Recipient	Jennifer Breister		
Fiscal Agent Selection with Possible Action		I/D/A	
Employer of Record Selection with Possible Action		I/D/A	

## **NEIWDB:**

**Motion** by Nicolas Hockenberry, **second** by Chelsy Snyder Anderson, to approve the Central Iowa Juvenile Detention Center (CIJDC) as the Fiscal Agent and the Employer of Record. **Ayes:** All. **Motion carried.** 

5. Executive Committee	Jennifer Breister		
Board Member Updates		I/D	I/D
<ul> <li>Recognition of Former Board Member- Steve Abbott</li> </ul>			
<ul> <li>Introduction of New Board Members- Erin Powers Daley, Tim</li> </ul>			
Felderman, and Kirby Kendrick			
EO Officer Update with Possible Action	Jennifer Breister	I/D/A	
• 501c3 Update	Taylor Williams	I/D	I/D
<ul> <li>Contracts Ending 6/30/2023</li> </ul>			
<ul> <li>Consider Action to Extend the Adult and Dislocated Worker</li> </ul>			
Service Provider Contract with Goodwill of Northeast Iowa through 6/30/2024.	Jennifer Breister	I/D/A	
<ul> <li>Consider Action to Extend the Youth Service Provider Contract</li> </ul>			
with Goodwill of Northeast Iowa through 6/30/2024.			
<ul> <li>CEO Review and Possible Action Regarding the NEIWDB Adult</li> </ul>	Jennifer Breister	I/D/A	
and Dislocated Worker Service Provider Contract, and Youth			
Service Provider Contract.	Heidi Nederhoff		I/D/A

#### **NEIWDB:**

**Motion** by Eric Branson, **second** by Joleen Jansen approve Erika Lippmann as the EO Officer. **Ayes:** All. **Motion** carried.

**Motion** by Karla Organist, **second** by Tim Felderman to approve extending the Adult and Dislocated Worker Service Provider contract with Goodwill of Northeast Iowa through 6/30/2024. **Ayes:** All. **Motion carried.** 

**Motion** by Joleen Jansen, **second** by Eric Branson to approve extending the Youth Program Service Provider contract with Goodwill of Northeast Iowa through 6/30/2024. **Ayes:** All. **Motion carried.** 

### Northeast Iowa CEOs:

**Motion** by Wayne Kenniker, **second** by Gary McVicker to affirm the NEIWDB decision to extend the Adult-Dislocated Worker and Youth Program Service Provider contract with Goodwill of Northeast Iowa to 6/30/2024. **Ayes:** All. **Motion carried.** 

6. Finance Committee			
<ul> <li>New Finance Committee Members/Chair</li> </ul>	Jennifer Breister	I/D	I/D
Transfer Fund Request	Jennifer Breister	I/D	I/D
<ul> <li>FY24 Draft NEIWDB Budget</li> </ul>	Jennifer Breister	I/D/A	I/D/A
Financial Reports			
○ NEIWDB	Kassie Ruth	I/D	I/D
o CIJDC	Kassie Ruth	I/D	I/D

o Goodwill Taylor Williams I/D I/D

#### **NEIWDB:**

**Motion** by Nicolas Hockenberry, **second** by Joleen Jansen to approve the FY24 Draft NEIWD Budget as presented. **Ayes:** All. **Motion carried.** 

#### Northeast Iowa CEOs:

**Motion** by Ken Kammeyer, **second** by Pete Buschman to approve the FY24 Draft NEIWDB Budget at presented. **Ayes:** All. **Motion carried.** 

7. Planning & Operations Committee	Nic Hockenberry		
<ul> <li>Northeast Iowa Local Policies and Procedures</li> </ul>	Nic Hockenberry	I/D/A	I/D
One-Stop Certification	Taylor Williams	I/D	I/D
One-Stop Operator			
<ul> <li>Consider Action to Approve the RFP Language and Release</li> </ul>	Nic Hockenberry	I/D/A	
Date for One-Stop Operator Procurement			
<ul> <li>Consider Action to Approve the Executive Committee to be</li> </ul>			
Reviewers for the One-Stop Operator Procurement Process	Nic Hockenberry	I/D/A	
<ul> <li>CEO Review and Possible Action Regarding the One-Stop</li> </ul>			
Operator RFP Language, Release Date and Reviewers			
<ul> <li>PY22 Q2 Performance Outcomes</li> </ul>	Heidi Nederhoff		I/D/A
	Nic Hockenberry	I/D	I/D

#### **NEIWDB:**

**Motion** by Jayme Kluesner, **second** by Karla Organist to approve the updated Northeast Iowa Local Policies and Procedures document as presented. **Ayes:** All. **Motion carried.** 

**Motion** by Joleen Jansen, **second** by Chelsy Snyder Anderson to approve the One-Stop Operator RFP language as presented. **Ayes:** All. **Motion carried.** 

**Motion** by Eric Branson, **second** by Jayme Kluesner to approve the Executive Committee to be the Reviewers for the One-Stop Operator Procurement process. **Ayes:** All. **Motion carried.** 

# Northeast Iowa CEOs:

**Motion** by Ken Kammeyer, **second** by Doug Reimer to affirm the One-Stop Operator RFP language and the Executive Committee to service as Reviewers for the One-Stop Operator Procurement process. **Ayes:** All. **Motion carried.** 

8. Youth Committee	Katrina Moore	I/D	I/D
9. Disability Access Committee	Brian Warner	I/D	I/D
10. Next Steps	Taylor Williams	I/D	I/D
<ul> <li>Infrastructure Funding Agreement (IFA)</li> </ul>			
PY22 Local Monitoring			
TAA Program Update			
11. Announcements	All	I/D	I/D
<ul> <li>Statewide Workforce Boarding Training- Postponed from June 1-2.</li> </ul>			
DOL TAA Monitoring- March 27-31, 2023			
NAWDP Conference May 8-10, 2023 in New Orleans, LA			
PY22 Monitoring- May 16-17, 2023 in Waterloo			
<ul> <li>Next Meeting July 27, 2023 10:00 a.m12:00 p.m. in Waterloo.</li> </ul>			
Tour starting at 9:20 a.m.			
12. Adjournments	Heidi Nederhoff		I/D/A
	Jennifer Breister	I/D/A	

# Northeast Iowa CEOs:

Motion by Doug Reimer, second by Pete Buschman to adjourn the meeting. Ayes: All. Motion carried.

# **NEIWDB:**

Motion by Nicolas Hockenberry, second by Eric Branson to adjourn the meeting. Ayes: All. Motion carried.

# Meeting adjourned at 11:30 a.m.

Minutes by Johnna Forbes, Board Consultant